# Medical Assistant

## Functional Abilities

| Gross Motor Skills | • Move within confined spaces  
|                    | • Reach above shoulder  
|                    | • Reach below waist  
|                    | • Reach out front |
| Fine motor skills | • Pick up objects with hands  
|                    | • Grasp small objects with hands  
|                    | • Write with pen or pencil  
|                    | • Key/type  
|                    | • Pinch/pick/squeeze with fingers  
|                    | • Twist  
|                    | • Good eye hand & foot coordination  
|                    | • Simultaneous hand wrist & finger movement |
| Physical Endurance | • Stand up several hours  
|                    | • Sustain repetitive motions (CPR)  
|                    | • Maintain same position for long period of time  
|                    | • Function in a fast paced environment |
| Physical Strength | • Push and pull 50 lbs  
|                    | • Support 50 lbs of weight  
|                    | • Lift 50 lbs  
|                    | • Carry equipment/supplies  
|                    | • Use upper body strength (CPR)  
|                    | • Squeeze with hands (fire extinguisher) |
| Vision | • See objects up to 20 inches away (small needles)  
|        | • See objects up to 20 feet away  
|        | • Use depth perception  
|        | • Use peripheral vision  
|        | • Distinguish color and color intensity  
|        | • See in a darkened room |
| Environment | • Tolerate exposure to allergens, strong odors, soaps, warm or cold temperatures, safety equipment (goggles, masks, etc), and working in confined environments for extended periods of time |
| Hearing | • Hear and discriminate at speech normal conversational sound levels  
|         | • Hear faint voices  
|         | • Hear faint body sounds (shallow breathing)  
|         | • Discriminate speech in noise  
|         | • Hear in situations when not able to see (back turned, mask) |
| Tactile | • Feel vibrations  
|         | • Detect hot and cold temperatures  
|         | • Feel differences in surface characteristics  
|         | • Feel differences in sizes and shapes |
| Reading | • Read and understand written documents  
|         | • Read digital displays, computer screens |
| Math | • Comprehend and interpret graphic trends  
|      | • Tell time  
|      | • Measure time  
|      | • Read and interpret measurement marks  
|      | • Add, subtract, multiply, divide, and count  
|      | • Compute fractions and decimals  
<p>|      | • Document numbers in records |</p>
<table>
<thead>
<tr>
<th>Interpersonal Skills</th>
<th>Establish rapport with individuals (physicians, staff members)</th>
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| Communication Skills | • Exhibit & comprehend nonverbal cues  
|                     | • Speaks English  
|                     | • Writes English  
|                     | • Read English  
|                     | • Understand English  
|                     | • Listen & comprehend spoken / written word  
|                     | • Collaborate with others |
| Emotional Stability | • Establish professional relationships  
|                     | • Adapt to changing environments  
|                     | • Deals with the unexpected  
|                     | • Focus attention on task  
|                     | • Accept feedback appropriately  
|                     | • Accept responsibility of own actions |
| Critical Thinking   | • Comprehends & follows instructions  
|                     | • Identifies cause-effect relationships  
|                     | • Follow process from start to finish  
|                     | • Sequence information |
| Analytical Thinking | • Problem solve  
|                     | • Transfer knowledge from one situation to another  
|                     | • Process & interpret written & oral information from multiple sources  
|                     | • Apply math concepts  
|                     | • Analyze & interpret abstract and concrete data  
|                     | • Prioritize Tasks (time management)  
|                     | • Evaluates outcomes  
|                     | • Use short & long-term memory  
|                     | • Plan & Control activities |